

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 105-07

OPEN TO:

1. Eligible Family Members (EFMs), Members of Household (MOH)
2. Eligible Family Members (EFMs) and Members of Household (MOH)- All Agencies
3. Ordinarily Resident and Not Ordinarily Resident U.S. Citizens

POSITION: Cleared Escort

OPENING DATE/ CLOSING DATE: Open until filled

WORK HOURS: WAE (When Actually Employed)

SALARY: FP – AA, US \$22,902 p.a. (Please note that this is the full performance level. The successful applicant may be granted a lower level in accordance with regulations, qualifications & experience.)

The U.S. Embassy in Skopje is seeking an individual for the position of **Escort in the Cleared Areas**.

BASIC FUNCTION OF POSITION

The incumbent of this position provides escort to uncleared personnel/staff who are performing construction, reparations, or other work in the American Embassy Skopje cleared areas.

Work schedule: WAE (When Actually Employed) on as needed basis.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (3116-180, #2115).

QUALIFICATIONS REQUIRED

1. U.S. High School Diploma is required.
2. At least six months of prior U.S. Government experience.
3. Level IV (Fluency) Speaking/Reading English is required.
4. The applicant must be a U.S. citizen, eligible to obtain a Top Secret security clearance.
5. Candidates should demonstrate strong self-motivation and the ability to perform multiple tasks simultaneously.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
4. Currently employed NORs (persons not ordinarily resident in the country of Macedonia) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.

TO APPLY

Interested candidates for this position should submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Anna Kosinska, Human Resources Officer
American Embassy Skopje, Blvd. Ilinden bb, 1000 Skopje, Macedonia

POINT OF CONTACT

Name: Anna Kosinska

Telephone: 389-2-116-180 # 6178
FAX: 389-2-117-103
E-mail: KosinskaA@state.gov

DEFINITIONS:

1. US Citizen spouse or US citizen child as referred to in 6 FAM 111.3 paragraph s, (1) who is at least age of 18,
2. Listed on the travel orders of a Foreign or Civil service employee or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
3. Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
4. Does not receive a U.S. Government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

Other family members or dependents on the sponsoring employee's or uniformed service member's travel orders are not AEFMs.

B. MEMBER OF HOUSEHOLD (MOH):

1. A MOH is a person who has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad;
2. Has been declared by the sponsoring employee to the Chief of Mission as part of her/his household; and
3. Will reside at post with employee.

MOHs do not have preference in employment in locally recruited USG positions. Depending on their residency and work permit status in a host country, they may or may not be eligible to work at a post. If eligible to work legally and depending on her/his residency status, an MOH may be either Not Ordinarily Resident (NOR) or Ordinarily Resident (OR) for purposes of USG employment.

- 4.. Ordinarily Resident (OR): A US citizen who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
5. Not-Ordinarily Resident (NOR): US citizen EFM's and family members of FS, GS, and Military Personnel who are on travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION:

Open until filled

En Equal Opportunity Employer

Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.